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MANAGEMENT MEMO

March 1, 2006

TO: All State Agencies

FROM: Darlene Staffeldt,
State Librarian
Montana State Library

Montana statutes require every state agency, office, department, division, bureau, board, commission, authority, institution, and governor appointed regional planning council to deposit and/or make accessible copies of all state publications to the Montana State Library (MCA 22-1-201 to 22-1-218).

A “state publication” is information in any format that is produced by the authority of or at the total or partial expense of a state agency; and is publicly distributed by or for the agency (e.g. annual reports, audits, brochures, fact sheets, maps, newsletters, pamphlets, etc.) to state government or the public. A “state publication” does not include information that is for internal administrative or operational purposes or the distribution of which is limited to contractors with or grantees of the agency, persons within the agency, or members of the public under a request made under MCA 2-6-102.

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